

From: [McMahon, Daniel](#)
To: [Morgan, Melinda](#)
Subject: RE: "Declassified" stamp
Date: Thursday, August 3, 2023 2:11:52 PM

Thanks Melinda! Changes have been made and I will take note of these properties.

From: Morgan, Melinda <Morgan.Melinda@epa.gov>
Sent: Thursday, August 03, 2023 2:02 PM
To: McMahon, Daniel <McMahon.Daniel@epa.gov>
Subject: RE: "Declassified" stamp

Could the date field have the formatting mm/dd/yyyy and maybe auto sized font? When the stamp is made larger or smaller, the date font should change with the stamp size. Other than that it looks great!!

Regards,
Melinda Morgan
Superfund Records Manager
US EPA – Region 2
SEMD-PSB-RMCRS
Ph: (212) 637-4355

From: McMahon, Daniel <McMahon.Daniel@epa.gov>
Sent: Thursday, August 3, 2023 1:56 PM
To: Morgan, Melinda <Morgan.Melinda@epa.gov>
Subject: RE: "Declassified" stamp

Hi Melinda,

It has been a little while since we've added the declassified stamp, I have attached a copy of how I set it up, can you confirm that this is up to standard? I added a text Box for Initial and a date box for the date.

Thanks,
Dan McMahon
Region 2 Records Center
KBS/Cadence Group, Contractor to the U.S. EPA
732-321-4480

From: Yeh, Alice <Yeh.Alice@epa.gov>

Sent: Thursday, August 03, 2023 1:40 PM
To: Morgan, Melinda <Morgan.Melinda@epa.gov>
Cc: Region2 SFRecordCtr <SFRecordCtr.Region2@epa.gov>
Subject: "Declassified" stamp

Attached is the document that needs to be "Declassified".

From: Morgan, Melinda <Morgan.Melinda@epa.gov>
Sent: Thursday, August 3, 2023 1:33 PM
To: Hick, Patricia (she/her/hers) <Hick.Patricia@epa.gov>; Yeh, Alice <Yeh.Alice@epa.gov>
Cc: Flanagan, Sarah <Flanagan.Sarah@epa.gov>; DeLuca, Kathryn <deluca.kathryn@epa.gov>;
Fajardo, Juan <Fajardo.Juan@epa.gov>
Subject: RE: FOIA Assignment for EPA-R2-2023-004728

Hi Alice,

The Adobe stamp that we use is a Custom Stamp that we created in Adobe Acrobat. The Records Center team has this Custom Stamp. If you all have documents that need to be "DECLASSIFIED" with the stamp and initialed and dated, then you can send us the first page or the entire file and we will add the stamp on the top of the first page and email back to you.

We are happy to assist!!

Regards,
Melinda Morgan
Superfund Records Manager
US EPA – Region 2
SEMD-PSB-RMCRS
Ph: (212) 637-4355